

THE POSITION

The Assistant is appointed by and reports to the City Manager, and will assist in the direction and administration of the overall City organization. The Assistant will have direct oversight of the City's Administrative Services, which include finance, human resources, risk management, assets management, and community development and employees in those areas (approximately 20 full-time personnel).

WE ARE LOOKING FOR

An individual who possesses knowledge of principles and practices of public administration, including a working knowledge of municipal finance, human resources, risk management, contract administration, public works, and community development (specifically planning); principles and practices of long and short-range goal setting; principles and practices of program and budget development and implementation; and principles and practices of supervision.

The ideal candidate will have a minimum of five years experience as an Assistant City Manager with a combination of experience and training that would provide the required knowledge and abilities to manage multiple projects with competing deadlines; exercise sound, independent judgment within general policy guidelines;

establish and maintain effective relationships with City staff, City Council, members of local, state, and federal organizations and representatives of the community; prepare and analyze comprehensive reports; prepare and review budgetary information; negotiate, review, and administer complex contracts, and provide clear and appropriate policy direction to City Departments.

SALARY AND BENEFITS

- The proposed salary range is \$5,622 - \$6,833 monthly, DOQ, with an excellent benefits package.
- This is an exempt position, which will receive twelve (12) days of administrative leave.
- The City provides medical, dental, and vision benefits for employee and dependents; and life insurance and long-term disability for the employee.
- Retirement through the PERS system at 2% at 55.
- Ten days of paid vacation, increasing with years of service, and twelve days of paid sick leave per year.
- Twelve paid holidays per year, plus two floating holidays.
- Voluntary deferred compensation programs and direct deposit for payroll checks.

ABOUT LIVINGSTON

Livingston is a General Law city, and operates under the council-manager form of government. Four City Council members are elected at large for four-year overlapping terms. The Mayor is directly elected for a two-year term. The Mayor and City Council appoint the City Manager.

The City Manager provides administrative direction to the City's primary services that include police, public works, planning, community development, and administrative services. The City currently employs a full-time staff of 45 and a part-time work force of 11. The FY 04-05 combined overall budget is \$10,116,400 million, including a General Fund budget of \$3,885,785 million.

POISED FOR SUCCESS

The City, and similarly the region, is currently experiencing an unprecedented period of residential growth as new commercial infrastructure systems are put in place along the SR 99 freeway corridor. Developments, including over 1,000 new single family dwelling units have been approved, mapped, and are either under construction or being engineered. Over 700 acres are currently being

planned within the City's Sphere of Influence and will include low/high density residential areas, light industrial, commercial/retail centers, and open space/park facilities emphasizing community connectivity. Additionally, several hundred additional acres outside the Sphere are proposed for a similar range of mixed uses, including 2,000+ residential units.

APPLICATION PROCESS

To Apply: Submit a comprehensive resume, salary history, five references, and a cover letter to:

CPS Executive Search
Attn: Kris Kristensen
241 Lathrop Way
Sacramento, CA 95815
Telephone: 916-263-1401
Fax: 916-561-7205
E-mail: resumes@cps.ca.gov

**APPLY NO LATER THAN
SEPTEMBER 17, 2004.
POSTMARKS AND FAXES
WILL NOT BE ACCEPTED.**

The City of Livingston encourages applications from minorities, women, and the handicapped as part of its Affirmative Action program.
EOE/ADA.



CITY OF LIVINGSTON

Invites you to apply for the position of

**ASSISTANT
CITY MANAGER**